Process Name: Classification/Compensation	**Process Identifier:** CC
Sub-Process Name: Position Actions	**Sub-Process Identifier**: CC-1

Sub-Process Purpose and Objectives: To change or modify the classification information of a position

Sub-Process Description: The State uses SEIS and manual processes to maintain information with regards to classification and compensation of a position.

An agency recognizes the need to make a change to the position, such as changing the duties, changing the reporting structure, changing the classification, etc.,. The agency sends a notice of the desired change to Classification and Compensation (Class/Comp), and enters the proposed change in SEIS. Class/Comp assigns the request to an analyst to perform various analysis and research, and to make a recommendation regarding approval of the change. The decision for approval is most often made by a manager, but could be made by the director. If the change is not approved, it may return to the analyst for more review, or be rejected completely. If it is rejected completely, a change reject notification is sent to the requesting agency. At times, the original request being rejected may not have been entered in SEIS, in which case no additional work is needed. However, if the rejected request was entered by the agency in SEIS, Class/Comp will cancel the proposed change in SEIS.

At the same time that the analyst is performing the review and recommendation of the position change, additional analysis is completed to determine if the position change would affect other positions usually within the agency. If another position is affected, a flag is posted into SEIS to indicate the possible need for a change to be made.

If the position change is approved, a decision is made to determine if the change will necessitate a new class. If a new class needs to be created, then Class/Comp creates the class in the class process (process CC-2). Regardless of the creation of a class or not, Class/Comp notifies the agency that the change has been approved. Class/Comp also approves the position change in SEIS.

At the point in time that the position is changed in SEIS, a determination within SEIS is made as to whether or not the position change triggered an insurance change. If so, then an insurance file is created.

Process Name: Classification/Compensation	**Process Identifier: CC**
Sub-Process Name: Position Actions	**Sub-Process Identifier**: CC-1

Sub-Process Trigger(s):	**Key Sub-Process Participants:**
• Notification from Agency • Enter in SEIS `	• Agency • Classification and Compensation

Inputs:

Input	Format	Volume/Time	Suppliers
Position Change	Paper	12 per day	
Notification to Agency	Manual	12 per day	

Outputs:

Output	Format	Volume/Time	Recipients
Notification to Agency			
Position Change or Update in SEIS			

Performance Measures Tracked:

Measure	Approx. Value	Target Value

Laws, Regulations, and Policies That Govern Sub-Process:
T.C.A. 8-30-202, T.C.A. 8-30-209, T.C.A. 8-30-212, T.C.A. 8-30-213, T.C.A 8-30-214

Current Sub-Process Issues/Problems: Better access to reporting

Process Name: Classification/Compensation	**Process Identifier:** CC
Sub-Process Name: Position Actions	**Sub-Process Identifier**: CC-1

Improvement Opportunities:

Opportunity *Merge cells to link one Opportunity to multiple impacts)*	**Organizational Impacts** *(Individually list and describe laws [L] regulations [R], and policies [P], as well as cultural [C] considerations for each opportunity)*

Applications that Support the Sub-process

Application Name(s) *(Internal name and vendor's name)*	**Technology Description** *(Programming vendor, language, platform, database, etc.)*
Panagon (Imaging)	

Process:	Classification/Compensation	**File:**	CMP-1.vsd
Sub-Process:	CC-1 Position Actions	**Date:**	10/2/02
Prepared By:	Salvaggio, Teal and Associates	**Page:**	1/1